

Date: February 3, 2011

**City of St. Charles
708 Mental Health Board
Accountability Report for Funds Expended**

Agency Name: Fox Valley Volunteer Hospice

Contact Person: Kathy Melone Phone #: 630-232-2233 ext. 221

Main Office Address: 200 Whitfield Drive, Geneva, IL 60134

Funding Requested from City of St. Charles 708 Board for Fiscal Year 10/11: \$32,000

Describe mission (include narrative explaining how mission relates to City of St. Charles):

The mission of Fox Valley Volunteer Hospice is to enhance the quality of life by providing the best in compassionate services to persons with life-threatening illnesses and the bereaved. All services provided by FVVH are free of charge. Our agency provides support and care to persons with a life expectancy prognosis of 12 months or less, and who may still be seeking curative treatment and are not eligible to access care from a Medicare-certified hospice. We are the only hospice offering these services to the residents of St. Charles.

At FVVH we directly impact the mental health of the clients we serve. We have been providing both practical and emotional support to grieving persons and their families since 1981. In the past 30 years, we have served thousands of clients from St. Charles and the surrounding communities. Now more than ever, families in our community need the services of FVVH. The family unit is no longer rigidly defined and families are increasingly mobile and isolated. Fewer families have extended family in close proximity to support them through the death of a loved one. Our bereavement care services reach out to these individuals in their time of need, providing invaluable resources. Also, more families are currently struggling to make ends meet. FVVH provides all services free of charge, making these important services accessible to a wide range of people from all economic sectors.

Bereavement care offered by FVVH is a philosophy of care which attempts to put control back into an individual's life by providing support and assistance with immediate needs once a loved one has died. The bereavement care program resources include support groups led by trained facilitators, support by a volunteer with special training in grief work, and one-on-one short term grief counseling with one of our social workers. Support groups are available for adults and children covering a wide variety of loss.

The death of a loved one can cause great upheaval in an individual's life – depression and a sense of hopelessness are common and can contribute to a number of life altering experiences like excessive alcohol use, drug use, the loss of a job, and/or isolation from other family members. Our programs provide support, assistance and instill important coping strategies to guard against these types of negative consequences. After taking part in FVVH's bereavement care services, clients have improved knowledge of grief issues, coping strategies, stress management strategies, and helpful community resources. Ideally, their quality of life and mental and emotional health are enhanced, allowing them to be productive, happy members of our community.

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Research shows that experiencing a death of someone close to them is a life altering and highly stressful event for children and families. Children and adults grieve differently. Children who are not supported in the early phases of grieving can develop serious emotional and behavioral problems that can lead to major psychological disorders. Grief is not a "one-time" experience. Current research indicates that children who are not allowed to grieve are at a higher risk of difficulties in school, are more prone to angry outbursts, aggressive behaviors and a loss of self-esteem. Unresolved childhood grief can lead to behavior and school problems, substance abuse, suicidal ideation and depression. FVVH's programs give children an opportunity to express themselves in a compassionate setting with their peers and begin to heal. Studies confirm that adults who are unable to move through stages of grieving as children are at a significant risk for developing depression and anxiety.

FVVH's youth bereavement care programs serve children between the ages of 5 and 18 who have experienced a death loss of a person close to them, and the families of the children. We address the unique grieving needs of these children and their families. Children are allowed, and gently encouraged, to express their grief in a safe environment through developmentally appropriate activities. Parents/guardians are advised of the developmental component to child grief and how this grief can change and be revisited at various stages in a child's life. The adults are also advised about how to identify different grieving styles and how to support the entire family during this difficult time.

Describe specific goals that fit City's mission and indicate how goals will be accomplished.

The mission of the City of St. Charles is stewardship, engagement and collaboration. Our philosophy of hospice care, and therefore our goal, is to steward families and individuals through illness and death, and accompany children and adults through their grieving to an emotionally healthy and fulfilling life. We engage the community by offering extensive direct service volunteer training; additional opportunities for volunteer activities; and educational workshops for service organizations, churches and schools on grief issues. We collaborate with other agencies such as hospitals, Suicide Prevention, AID, Living Well and Medicare hospices in the area in patient/client referrals.

Describe how funds will be expended and quantify services provided to the City of St. Charles (e.g., City of St. Charles persons served, cost allocated to services, program descriptions, and other pertinent information). Also, attach budget detailing sources (grants, other municipalities' contributions, fundraisers, and any other sources of funding) – actual or being sought:

The funds from the City of St. Charles will be used to support our extensive Youth and Adult Bereavement programs as described earlier in this grant. In 2010 FVVH served 190 St. Charles residents. Our cost basis is measured by days of care for hospice patients and in hours for bereavement clients. The cost of hospice care is \$40 per day. The cost of bereavement services is \$43 per hour. A detailed list of our programs and descriptions is included in Attachment A. A budget detailing our revenue sources is included in Attachment B.

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St. Charles 708 Fund Expenditure History – explain how funds allocated from previous year were expended and purposes of those expenditures. Note: if funding allocation is over \$25,000, attach most recent financial statements, audit and annual report:

The funds were expended on professional patient and family assessments, bereavement counseling and hospice care by FVVH staff members. Funds were also expended on volunteer training and materials for educational outreach. Our volunteers are highly trained to work with hospice patients and their families as well as bereaved clients and children. We offer professional support and counseling to these volunteers, including one-on-one sessions and mandatory continuing education. Our staff and outreach volunteers are trained to speak to service organizations, schools and churches on bereavement and end-of-life issues.

Our Youth Bereavement Services include group counseling sessions where children are with their peers who have suffered a similar loss, one-on-one counseling and support, and emergency consultation to schools and families who have experienced a death loss. Adult Bereavement Services enable participants to develop coping skills to help them with the long term grieving process. All of these services are provided free of charge to individuals regardless of age, race, creed or socio-economic background.

On an annualized (12 month) basis, provide information on City of St. Charles residents served:

Direct service: number of individual clients/consumers served: 190

Aggregate number of direct service hours provided: 4,499 days of care for hospice patients, 1,594 direct service hours provided for bereavement services

Describe agency cost basis per client/consumer served (e.g., per hour cost and /or program costs allocated to City of St. Charles residents and how this was derived):

Our cost basis is measured by days of care for hospice patients and in hours for bereavement clients. The cost of hospice care is \$40 per day. The cost of bereavement services is \$43 per hour. The hospice care cost for St. Charles is \$179,960 and bereavement service cost is \$68,542.

Identify other services provided to and for the benefit of City of St. Charles' residents (education, presentations, volunteer training and group activities/events).

A free equipment loan closet (wheel chairs, walkers, etc.) and library (stocked with books and videos on end-of-life and grief issues) are available to all St. Charles residents. We have extensive volunteer training programs for bereavement programs (18 hours), hospice (30 hours), and outreach services (3 hours) that are attended by many St. Charles residents. And volunteers and staff give educational presentations to groups such as local businesses, churches of all faiths, schools and service organizations in St. Charles.

Attach a list of current Board of Directors for your agency, listing the length of time that each Board member has served in their current term. Also attach a brief summary of how Board members are elected, the qualifications sought, and any term limits for Board members. (Attachment C)

Attach a copy of current 503(c) or tax exempt status certification. (Attachment D)

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Please note that agencies that are allocated funds from the STC 708 Board in excess of \$25,000.00 in any fiscal year are also subject to the following requirements:

1. Monthly financial statements must be submitted to the Government Operations Committee of the St. Charles City Council by no later than the 15th day of the following month.
2. An annual report must be submitted to this same Committee.
3. A representative of the agency must make a brief presentation describing the purpose of the agency, it's future plans and how it's programs and services have benefited the residents of St. Charles to this Committee on an annual basis at a date and time to be determined (following the allocation recommendation process by the STC 708 Board, but prior to the actual release of any funds).

Funding request amount for current fiscal year \$32,000 Application Date: February 3, 2011

For STC 708 Board Only:

Recommended funding for current fiscal year: \$ _____ **Recommendation Date:** _____

Attachment A

Program Descriptions

Free Community Programs

Hospice Care: Nurturing care for the individual, their family and caregiver is our primary concern. This volunteer driven service involves a professional nursing assessment and includes an interdisciplinary team of nurses, social workers, bereavement facilitators and clergy. We provide medical equipment and various supplies completely free of charge.

Bereavement Care: Our philosophy of bereavement care attempts to put control back into an individual's life by providing emotional support and practical assistance with immediate needs. Options include support groups, support by a volunteer with special training in grief work, one-to-one short term grief support with one of our social workers and opportunities for social interaction. Support groups, covering a wide variety of loss, are available for adults and children.

Herbie's Friends: This program is for families with children from five to eighteen years old who are dealing with a death loss. At each session a meal is served followed by activities in age appropriate groups. Adults meet in their own group for support and education.

Young Adult Grief Journey: A six week support group for young adults ages 18-25 who have experienced a significant death loss. Group support and experiential activities aid participants in their grief journey.

Grief Takes A Hike: This weekend camp in early June helps children and their families cope with grief. Parents and children participate in experiential activities, memorializing and small group discussion to help them process grief.

Hands of Hope: This program offers support to patients and their families undergoing cancer treatments at Dreyer Medical Clinic and Provena St. Joseph Hospital. Volunteers provide emotional support, offer respectful caring and non-judgmental listening while providing a healing presence to patients during treatments.

Cuenta conmigo: In order to serve the ever growing Spanish speaking population in our communities, FVVH created a parallel volunteer program by recruiting, training and sustaining a corps of Spanish speaking volunteers. Brochures and training materials are available in Spanish.

Communities in Schools: Our Youth Bereavement Coordinator and interns offer support to students in the Aurora Public Schools. Students who are anticipating or have experienced a death loss, are seen in their school in support groups or individually.

Footprints: This six week support group offers bereavement care for parents and adult family members

who have experienced perinatal loss through miscarriage, ectopic pregnancy, stillbirth or newborn death.

Pathways: This seven-week support group helps those who have experienced the death of a spouse or life partner. The group assists mourners in accepting the reality of death through examination of the grief journey.

M.A.L.E.S: Men After a Loss Expressing themselves Safely. M.A.L.E.S will help men grieve by providing them an opportunity to freely express their thoughts and feelings with other men.

Next Step: A support group for those who have experienced the death of a spouse or life partner. This group meets once every month for group support and topic focused discussions. Prior participation in a support group recommended.

Weavers Circle: This support group is designed for individuals 60 and over who have experienced the death of a spouse or life partner. The program meets for dinner once a month for friendship, sharing and discussion.

Light Finders: A six- week support group for survivors of suicide loss, for which the journey of healing can be lonely, painful and confusing. This group provides a safe environment to talk openly-where others will listen without judging-and is a place to share experiences with others who understand this loss.

Our Grief Journey: This six-week program assists those who have experienced the death of a loved one, through education and grief support.

Memories of Mom: A six-week support group for daughters who have lost their mothers. Dreams lost and renewed, as well as gratitude and forgiveness are a few of the topics to be explored with the support of others. This group offers a safe place to express your grief and share your memories.

Cherished Children: When a child dies, parents are left to deal with an unimaginable depth of emotions, and need a safe place where they can find support to help them cope with the sorrow and emptiness in their hearts — Cherished Children is that place. This group is a safe place to cry, to question, to remember, and to find ways to hold on to cherished memories.

Attachment B

Agency Budget

	2011
	Budget
Revenue	
	\$ -
Memorials	\$ 16,500.00
Donations	\$ 98,000.00
Bequest	\$ 10,000.00
Special Events	
Garden Party	\$ 205,750.00
Hospice Hike	\$ 18,500.00
Third Party Events	\$ 6,500.00
Other	\$ 100.00
Footprints	
Foundation/Grants	\$ 122,500.00
Mental Health/708	\$ 55,000.00
Comm. Chest/United Way	\$ 28,500.00
Interest/Trust Income	\$ 750.00
Investment Spending Rate	\$ 165,000.00
Gift In Kind	
Misc. Income	\$ 100.00
Total Income	\$ 727,200.00
Expenses	
Wages	\$ 486,160.00
Payroll Taxes	\$ 36,340.00
W/C	\$ 3,800.00
A.D. & Group Life Ins./STD	\$ 5,200.00
Pension Expense	\$ -
Health Ins.	\$ 10,000.00
Acct. Fees	\$ 15,000.00
Technology Fees	\$ -
Professional Fees	\$ 12,000.00
Staff Education	\$ -
Comm. Ed. Expense	\$ 10,000.00
General Office	\$ 5,000.00
Patient Supply	\$ -
Telephone	\$ 10,000.00
Postage	\$ 10,000.00
Utilities	\$ 7,000.00
Building Main.	\$ 12,000.00
Printing/Copy	\$ 8,000.00
Travel	\$ 7,500.00
Dues/Subscriptions	\$ 3,000.00
Volunteer Support	\$ 1,500.00
Liab. D&O Insurance	\$ 10,000.00
Special Events	
Garden Party	\$ 50,000.00
Hospice Hike	\$ 3,000.00
Third Party Events	\$ 100.00
Other	\$ -
Bank Charges	\$ 250.00
Investment Mangmnt Fees	\$ 21,000.00
Misc. Expense	\$ 100.00
Real Estate Taxes	\$ 250.00
Total Expenses	\$ 727,200.00
Income from Operations	\$ -
Depreciation	
Net Income	

Attachment C
Board of Directors

Fox Valley Volunteer Hospice Board of Directors – 2010/2011

Class A Term Ending 2012

Joseph McMahon (06)**, President
Home: 10N690 Prairie Crossing
Elgin, IL 60124
Office: 425 Williamsburg
Geneva, IL 60134
Home: 847-464-1545
Office: 630-262-0544
Email: jmcmahon@mcmahonwilliams.com
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James Devlin (06)**
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Roger Albrecht (09)*
Executive Vice President
Mid-Continent Capital, LLC
150 S. Wacker
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Home: 630-262-5039
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Email: rogeralbrecht@yahoo.com

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Anne Nuckles (09)*
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Greg Weider
Executive Director
Work: 630-232-2233 x212
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gweider@fvvh.org

Kathy Melone
Development Director
kmelone@fvvh.org

Class B Term Ending 2013

Linda Murphy, Ed.D (07)**,
Home: 320 N. Water St.
Batavia, IL 60510
Home: 630-326-9591
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Nanci Tassi (10)
Home: 519 Bailey Drive
Batavia, IL 60510
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Work: 630-761-3994
Cell: 630-220-6887
Email: NPTassi@tassilaw.com

Class C Term Ending 2011

Elmer Rullman (05)** Past President
Home: 1227 South 13th St.
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Office: 630-443-9874
Cell: 630-744-2282
Fax: 630-443-9932
Email: eer3@solutionsynrgv.com

Sandra S. Drewes, M.D. (05)**
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Email: ssd501@gmail.com

William Arnold (08)* Treasurer
American Electric Power River Operation
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Geneva, IL 60134
Home: 630-284-5839
Email: bayhorse22@aol.com

Kristen Johnson (08)* Secretary
Work: Batavia Enterprises, Inc.
140 First Street
Batavia, IL 60510
Home: 630-333-2950
Work: 630-879-3680
Cell: 630-330-9904
Email: KJ3315mgmt@yahoo.com

Patricia L. Spiroff (08)*
Education Site Manager – Danada
Equestrian Center
Forest Preserve District of DuPage County
P.O. Box 500
Wheaton, IL 60189
Home: P.O. Box 127
Wayne, IL 60184
Home: 630-513-1452
Work: 630-580-7121
Email: patricia.spiroff@att.net

BOARD MEETINGS:
4th Wednesday of every other
month at 7:30 a.m.

ARTICLE IV
Board of Directors

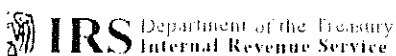
SECTION 1. GENERAL POWERS. The affairs of the Corporation shall be managed by its Board of Directors.

SECTION 2. ELECTION OF DIRECTORS. The directors to be elected shall be nominees recommended by the Nominating/Development Committee, and/or the current board of directors.

SECTION 3. NUMBER AND QUALIFICATIONS. The members of the initial Board of Directors of the Corporation shall be those individuals named in the Articles of Incorporation and shall serve until their successors are elected and qualified. Thereafter, the Board of Directors of the Corporation shall be composed of no less than ten (10) and no more than eighteen (18) individuals. The number of directors may be decreased, but no decrease shall have the effect of shortening the term of any incumbent director.

SECTION 4. ELECTION AND TERM OF OFFICE. The members of the Board of Directors shall be elected by the directors at the annual meeting of the Board or if deemed necessary, at regularly scheduled board meetings to fill a vacancy. At the time of his or her election, each director shall be assigned to Class A, Class B, or Class C, and an effort shall be made to keep each class of directors of approximately equal size. Each director shall hold office for a term of three years. No director shall be eligible to serve for more than three (3) consecutive three (3) year terms.

Attachment D
501(c)3 Letter



P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248459774
Mar. 23, 2009 LTR 4168C E0
36-3111451 000000 00 000
00018590
BODC: TE

FOX VALLEY VOLUNTEER HOSPICE
200 WHITFIELD DR
GENEVA IL 60134-1648

Employer Identification Number: 36-3111451
Person to Contact: Mrs. Arnold
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of Mar. 12, 2009, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in March 1981, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

A handwritten signature in cursive script that reads "Michele M. Sullivan".

Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations I

Attachment E

Financial Statement

Financial Statement

Balance Sheet for Year Ending January 31, 2010

Assets

Assets/Current

Cash & Equivalents	\$ 246,489	
Prepaid Expenses & Other Assets	14,381	
Total Current Assets		\$ 260,870

Investments

\$ 3,165,141

Property & Equipment

Land	\$ 320,684	
Building & Improvements	633,398	
Equipment & Furniture	302,678	
Less Accumulated Depreciation	(578,076)	
Net Property & Equipment		\$ 678,684
Total Assets		\$ 4,104,695

Liabilities & Net Assets

Current Liabilities

Accounts Payable & Accrued Expenses	\$ 35,688	
Deferred Revenue	35,932	
Total Current Liabilities		\$ 71,620

Net Assets

Unrestricted:		
Operating	\$ 573,905	
Quasi Endowment	2,686,970	
Net Investment in Property & Equipment	678,684	
Total Unrestricted Net Assets	3,939,559	
Temporarily Restricted	93,516	
Total Net Assets		\$ 4,033,075
Total Liabilities & Net Assets		\$ 4,104,695

Revenue

Contributions	\$ 197,291	
Foundations & Grants	195,832	
United Way	30,653	
Special Events:		
Sponsorships & Donations	54,791	
Event Revenue	145,504	
Interest Income	884	
Miscellaneous Income	1,626	
Investment Return Designated for Operations	247,646	
Net Assets Released from Restrictions	0	
Total Revenue		\$ 874,227

Expenses

Program	\$ 609,032	
Supporting Services	119,701	
Cost of Special Event	59,431	
Fundraising	55,119	
Total Expenses		\$ 843,283
Increase (Decrease) in Net Assets Before Other Changes	30,944	
Other Changes		
Investment Return, Net Amount Designated for Operation	310,465	
Increase (Decrease) in Net Assets		\$ 341,409
Net Assets, Beginning of Year		\$ 3,691,666
Net Assets, End of Year		\$ 4,033,075